

Texas Juvenile Justice Department
Juvenile Justice Training Academy

Juvenile Probation and Supervision Officer Certification Exam
SUGGESTED INTRODUCTION SCRIPT FOR PROCTORS

Welcome to the Texas Juvenile Probation (or Supervision) Officer Certification Exam (exam). My name is _____ and I will be the proctor for this test.

Before we start I will need you to put away all your materials and electronic devices should be turned off. (Give them time to put materials away).

This will be an online exam and I will providing you with the information necessary to access the exam.

You may not share, copy, print or reproduce content contained in the exam in whole or in part by hand, verbally or with the use of any electronic or other type of device. This includes the exam, subject matter, substance, and wording of any exam question or any answer. Violations of the rule will be considered cheating and therefore, you will no longer be eligible for certification. Before we begin the exam, I will distribute an Exam Taker Agreement that all of you will be required to read and sign. This is one additional measure put in place to safeguard the contents of the exam and provides the rules for the exam. A copy of this signed Agreement will be placed in your personnel file.

The exam consists of 60 questions including multiple choice questions, true/false questions, and multiple answer questions. You may skip questions and come back to them throughout the test. At the end when you submit your answers, the system will tell you if you skipped any questions and need to return back.

You will have 60 minutes to complete the exam. If you run out of time before completing the exam, the exam will be tallied based on the questions completed when time has run out and the grade will be given accordingly. Any incomplete questions will be marked as incorrect.

[At this time, provide general instructions on how users can view the exam. TJJD provides proctors with the exam link. This link should not be shared with anyone other than those individuals seeking to take the exam toward certification. Proctors may have the link open at the computer site, or may choose to have a bookmark.]

Does everyone see the sign in page for the certification exam? At this time enter, name, county, facility and email. [Give them time to enter the information. For the email address, the department or facility has the discretion to have the exam taker enter in his or her own email, or the proctor can designate exam takers to enter in the proctor's email address. The score will be sent to the email address entered.] Do not click "Begin" until we are all ready to start. [Have test takers wait to submit the information until everyone is ready, otherwise their time will start counting down.]

Are there any questions before we begin? Please click **Begin** to start your exam. When your exam is completed you will be given the score immediately.

I will be walking around in case anyone has any issues. Good luck.